



DEVELOPMENT SERVICES DEPARTMENT

Building (954-797-1111)

Engineering (954-797-1113)

Planning & Zoning (954-797-1103)

TOWN OF DAVIE 6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399 (954) 797-1000

RESIDENTIAL SWIMMING POOL CHECKLIST

Required

- _____ Property tax folio number-available from Broward County Property Appraisers(On Tax Notice or Receipt)
- _____ If suite/land is leased: Owner or Managing Agent must provide notarized letter approving the proposed improvement(s).
- _____ **Zoning** Cond/homeowners association approval letter (Letter must state the Association is aware of the intended improvement(s)).
 - 1 sealed survey (Original) + 2 copies Not older than 2 years. Without a survey affidavit
 - If there is an existing fence label height and type on survey
 - Location/plot plan (**REDUCED** surveys will not be accepted. All intended setbacks of pool, deck and screen enclosure or fence must be drawn on a copy of property survey. Also, indicate set backs from other existing structures.)
 - If using a neighbors fence as part of pool protection fence affidavit is required
 - Surveys must show all easements and encumbrances
- _____ Utility easement agreement letters - if **fence** location is on a utility easement)
- _____ **Engineering** Provide drainage cross section including setback elevations and slopes on all sides of pool to property lines standard details available from town of davie
- _____ **Structural plans** - Pool, Deck, Screen and/or Fence. (2 complete sets, sealed by an Engineer)
- _____ Drainage district: (if **fence** is located on a Drainage/Lake Maintenance Easement)
 - (**Required only if structure is in easement**) (Approval stamped on Location Plan)
 - n CENTRAL BROWARD WATER CONTROL DISTRICT
 - n SOUTH BROWARD DRAINAGE DISTRICT APPROVAL
 - n TINDALL HAMMOCK APPROVAL
- _____ Completed building permit application
- _____ Completed fence/deck/screen permit application
- _____ Completed plumbing permit application
- _____ Completed electrical permit application
- _____ Notarized signature on all applications
- _____ Contractors - **Write license #'s on all applications.** A copy of all applicable licenses (Competency & Occupational) and original insurance certificates for Workman's Comp and General Liability.
- _____ **Note:** At the time of submittal a bond amount of \$1000.00 must be paid upfront along with the permit application fee. The pool application will not be accepted without this fee. Also bear in mind that you must have your receipt in order to get a refund of the bond amount. * The check paying the bond amount must have the pool company's name on it, no other checks will be accepted.
- _____ Application fee of \$30.00 due at the time of permit submittal.